


COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE MEDICAL DIRECTOR

August 18, 2011

TO: PHs, MHPs, NPs, RNs

FROM: 
Wayland Chan, Pharm. D.
Pharmacy Director

SUBJECT: **ORDERING MEDICAL SUPPLIES**

Please note that effective August 1, 2011, the procedures for ordering medical supplies changed:

- The Pharmacy Services Division ("PSD") no longer orders and stores **medical supplies*** for clinic pick up and use.
- Medical supplies now are ordered in the same manner as general supplies. Directly operated programs must submit orders on a Special Request Form ("SRF") to the Administrative Support Bureau ("ASB") – Procurement (Headquarters, 2nd floor). The SRF **cannot** be faxed.
- **ASB will place orders with vendors only after SRFs are received, so please be sure to plan well ahead and place your orders before your supplies run out.**
- Medical supplies will be shipped directly to your sites and must be stored appropriately.
- Order requests for medical supplies **cannot** be combined with order requests for medications, needles/syringes, and PATS cards. These requests must be completed on a separate SRF and submitted to PSD.
- **SRFs which are incomplete or completed incorrectly will be returned.**

*Medical Supplies = Medical exam gloves, bandages, and alcohol prep pads.

If you have any questions regarding the above procedural changes, please email Carol Swann at Cswann@dmh.lacounty.gov. If you have any questions related to your medical supplies order, please contact Celina Johnson in Procurement at (213) 351-5287 with your SRF number.

RS:WC:dk

c: Roderick Shaner
Regional Medical Directors
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